



**Florida Agricultural and Mechanical University Foundation, Inc.**  
**625 East Tennessee Street Tallahassee, FL 32308**  
**PH: (850) 412-5755 FAX: (850) 412-5138**

**DIRECT DISBURSEMENT REQUEST**

INSTRUCTIONS: Forward completed disbursement form to the Foundation Office. Vendor Tax ID # or individual's Social Security # is required. Please attach original invoices, receipts, other required documentation.

<b>DATE:</b>		<b>PROJECT NAME:</b>		<b>PROJECT #:</b>	
<b>PAYEE/ VENDOR NAME &amp; ADDRESS:</b>			<b>SPECIAL INSTRUCTIONS</b>		
<b>Is Payee a FAMU Employee?</b>	<b>YES</b>	<b>NO</b>	<b>CONTACT PERSON:</b>		
<b>FAMU Student?</b>	<b>YES</b>	<b>NO</b>	<b>DEPARTMENT:</b>		
<b>Social Security # or Employee/Student ID # :</b>			<b>CAMPUS ADDRESS:</b>		
<b>VENDOR'S TAX ID #:</b>			<b>EXT.:</b>		
<b>INVOICE #</b>	<b>DESCRIPTION / PURPOSE</b>			<b>TOTAL COST</b>	
	<b>TOTAL</b>				

**SIGNATURE APPROVAL**

I hereby certify or affirm the following: The above expenses are (were) actually incurred in accordance with the documented purpose of the project being charged and serve to benefit an authorized program of Florida A&M University. None of the above expenses has been or will be paid by any other funding sources. If any of the above expenses are reimbursed by any other funding source, the reimbursement will be immediately forwarded to the Florida A&M University Foundation, Inc. for credit to the fund charged herein.

Authorized Project Administrator \_\_\_\_\_ DATE \_\_\_\_\_

Authorized Dean [ ] Director [ ] \_\_\_\_\_ DATE \_\_\_\_\_

Vice President/Provost [ ] \_\_\_\_\_ DATE \_\_\_\_\_

President [ ] \_\_\_\_\_ DATE \_\_\_\_\_

Foundation Approval:

Accounting Operations Manager \_\_\_\_\_ DATE \_\_\_\_\_

Business Manager / CFO \_\_\_\_\_ DATE \_\_\_\_\_

**Foundation Use Only**

	<b>Account #</b>		<b>Project #</b>		<b>Amount</b>
<b>Check #:</b>					
<b>Check Date:</b>					
<b>Date Mailed:</b>					
<b>Verified By:</b>			<b>TOTAL:</b>		
<b>Comments:</b>			<b>ADVANCE/LOAN:</b>	( )	<b>Date Repaid:</b>